

# BOARD OF SUPERVISORS

## Brown County



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### ADMINISTRATION COMMITTEE

Tom Lund, Chair  
Jack Krueger, Vice Chair  
Kris Schuller, Tony Theisen, Mark Tumpach

### ADMINISTRATION COMMITTEE

Thursday, December 16, 2010

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of November 18, 2010.

### Communications

1. Communication from Supervisor Scray re: Review and Possible Action regarding Policy and Penalties on Delinquent Taxes. *Referred from November Admin Cmte meeting.*

### Treasurer

2. Budget Status Financial Report for October 31, 2010.
3. Treasurer's Financial Report for the Month of September.

### Child Support

4. Budget Status Financial Report for October 31, 2010.
5. Budget Adjustment Request (#10-152): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).

### Information Services

6. Budget Status Financial Report for October 31, 2010.
7. Director's Report – December, 2010.

### Human Resources

8. Budget Status Financial Report for October 31, 2010.
9. Human Resources Activity Report for November, 2010.
10. Director's Report.

### Facility & Park Management

11. Budget Status Financial Report for October 31, 2010.
12. Budget Adjustment Request (#10-140): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).
13. Director's Report.

### Dept. of Administration

14. Budget Status Financial Report for October 31, 2010.
15. Budget Adjustment Request (#10-145): Increase in expenses with offsetting increase in revenue.
16. 2010 Budget Adjustment Log.

17. 2010 Grant Application Approval Log.
18. Director's Report – December 2010.

**Corporation Counsel** – No agenda items.  
**County Clerk** – No agenda items.

**Other**

19. Audit of bills.
20. Such other matters as authorized by law.

Tom Lund, Chair

**Attachments**

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/admin/December\_2010.doc

## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, November 18, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Jack Krueger, Tom Lund, Mark Tumpach, Kris Schuller, Tony Theisen  
**Also Present:** Bob Heimann, Bill Dowell, Ellen Sorenson, Debbie Klarkowski,  
John Luetscher, Supervisors Buckley & Andrews  
Other Interested Parties

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**I. Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:32 p.m.

**II. Approve/Modify Agenda:**

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. **MOTION APPROVED UNANIMOUSLY**

**III. Approve/Modify Minutes of October 28, 2010:**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. **MOTION APPROVED UNANIMOUSLY**

**1. Review of Minutes:**

a. Housing Authority (October 18, 2010)

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

**Communication:**

**2. Communication from Supervisor Evans re: If there is no purchase, lease, or functional use of the old Mental Health Center by June 1, 2011, the facility will be torn down/razed:**

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to hold until the December meeting. **MOTION APPROVED UNANIMOUSLY**

**Information Services:**

**3. Budget Status Financial Report for August 2010 and September 2010:**

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

**4. Director's Report – November 18, 2010:**

Bob Heimann highlighted activities from his written report included in packet material stating that the Unified Communications System at the Jail and Work Release Center, Medical Examiner, Reforestation Camp, Zoo, Wrightstown

Library, and Pulaski Library has been completed. There has been a delay in installation at Court House locations because of an RFP for voice and data wiring. Installation of imaging software and scanner was completed in IS on 10/15/10.

An error was pointed out in the number of incoming total attempted e-mails in October, correcting the number to 3,131,861

Heimann reported that the IS Department is working closely with Risk Management to mitigate the payment card industry (PCI) risk and complexity in various departments that accept credit cards. Solutions to lower the risk have been defined at the Golf Course, Solid Waste, and Airport. Complexity of the Library credit card interactions with software is creating a challenge and he is awaiting information from one of the software suppliers who is not PCI compliant.

IS has been working with Human Services in the search for a new electronic medical records system. There has been discussion regarding partnering with a local health care organization.

A plan for second level security authentication, a must do task from the FBI focused on Law Enforcement, was accepted and Brown County squads are now complete except for one K-9 unit.

The Law Records Management System was approved by the Public Safety Committee and County Board. Five RFP's have been received and a vendor selection will be made by the end of November.

**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**4a. Budget Adjustment Request #10-108: Increase in expenses with offsetting increase in revenue:**

Bob Heimann explained that Information Services purchased Tivoli backup equipment originally budgeted in 2009. The project had delays and equipment was not purchased until 2010. IS also purchased five routers as part of the Unified Communications rollout scheduled for completion by 12/31/10. These items will come out of the IS fund balance.

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. MOTION APPROVED UNANIMOUSLY**

**Dept of Administration:**

**5. 2010 Budget Adjustment Log:**

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY**

6. **2010 Vehicle Purchases Monthly Vehicle Costs – September, 2010:**  
***Held for one month***

A review of the monthly vehicle costs for September resulted in finding that the newly purchased 2010 Toyota Prius cars are not being utilized in the Sheriff's Department. Supervisor Theisen referred to a communication from Captain Randy Schultz who indicated there has been a problem with the installation of electronic equipment and extra paperwork for mechanics. It was suggested that Captain Schultz be asked to attend the next meeting of this committee.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY**

7. **Director's Report:**  
No Report.

**Human Resources:**

8. **Human Resources Activity Report for October 2010:**

Supervisor Theisen asked the total number of employees who pay to WRS (Wisconsin Retirement System) and Deb Klarkowski replied there are 1348 full time employees. She offered to provide the committee with these numbers at the December meeting.

**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

9. **LEAN Report:**  
No Report.

10. **Medical & Dental Benefits – Fred Mohr attachment. *Held for one month:***

A communication from Attorney Fred Mohr in response to Supervisor Tumpach's communication regarding the County's policy regarding the extension of medical and dental benefits to supervisors was reviewed. Mohr was asked to review the legality of altering a benefit during a supervisor's term in office. Mohr referred to State Statute which states, "The compensation established shall not be increased nor diminished during the officer's term and shall remain for ensuing terms unless changed by the Board". Therefore, the County Board does not have authority to reduce benefits during a supervisor's term of office and must wait until a subsequent election and investiture of a new Board.

Tumpach indicated the response was not really relevant – that he merely wanted to gather further information for use in 2011.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

10a. **Review of Facilities Management Departmental Changes for 2011 Budget Approved by County Board:**

Supervisor Tumpach indicated he had received an anonymous phone call regarding the open Facility Engineer position asking if the Board was made

aware this position was open. The caller indicated that an employee may be moved into the position with a \$10,000 raise. Bill Dowell explained the position has been open for several months and was included in the budget plan. His plan is to fill the position as soon as possible through the County process of approval.

Dowell was also asked about the rumor to outsource the housekeeping department and explained that although this possibility has been discussed, it is not in the plan for 2011.

Also addressed was a rumor that many of the mechanics are taking Friday off leaving the department short staffed. Dowell presented overall percentages of days off during the week, stating there is always coverage available.

Dowell asked that in the future any anonymous calls be referred to him.

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Child Support** - No Agenda Items

**Corporation Counsel** – No Agenda Items

**County Clerk**– No Agenda Items

**Facility & Park Management**– No Agenda Items

**Treasurer**– No Agenda Items

**Other:**

**11. Audit of Bills:**

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve audit of bills. MOTION APPROVED UNANIMOUSLY**

**12. Discussion of December 23, 2010 meeting date (County Board office closed due to furlough):**

The next meeting of the Administration Committee will be held on December 16<sup>th</sup>, 2010 because of the Christmas holiday, thereafter, it will be scheduled on the 4<sup>th</sup> Thursday of the month.

**13. Such Other Matters as Authorized by Law:**

Next Agenda:

- Captain Randy Schultz to discuss use of Prius vehicles in the Sheriff's Department

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to adjourn at 6:40 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,  
Recording Secretary

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 267,082	\$ 222,568	\$ 202,752
Fringe Benefits	\$ 99,670	\$ 83,058	\$ 94,498
Operations & Maintenance	\$ 79,966	\$ 66,638	\$ 67,972
Utilities	\$ 2,500	\$ 2,083	\$ 505
Chargebacks	\$ 30,427	\$ 25,356	\$ 24,392
Contracted Expenses	\$ 36,000	\$ 30,000	\$ 26,415
Other	\$ 99,450	\$ 82,875	\$ 136,935
Total Expenses	\$ 615,095	\$ 512,579	\$ 553,469
Property Tax Revenue	\$ 1,675,000	\$ 1,395,833	\$ 2,129,254
Interest on Investments	\$ 1,465,500	\$ 1,221,250	\$ 925,135
Miscellaneous Revenue	\$ 61,300	\$ 51,083	\$ 51,125
Total Revenues	\$ 3,201,800	\$ 2,668,167	\$ 3,105,514
Net Levy Distribution	\$ 2,586,705	\$ 2,155,588	\$ 2,552,045

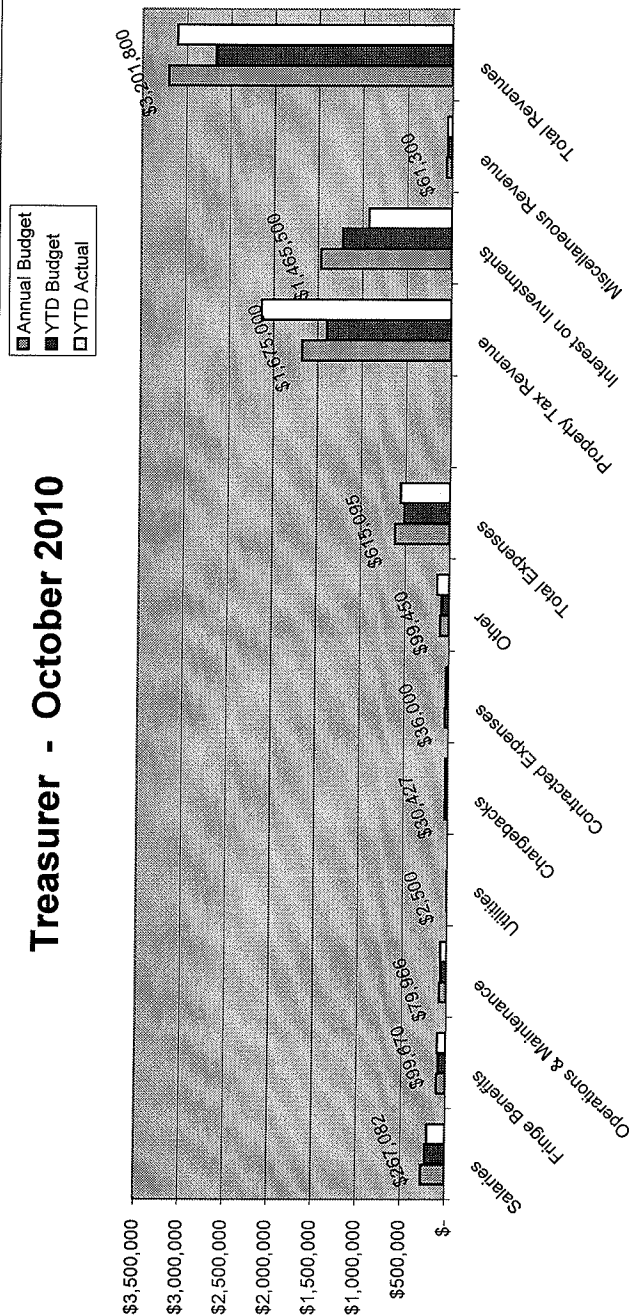
**PLEASE NOTE:**

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve. We had forecasted that interest rates would have increased by this time.

We have a positive variance of **\$396,458**.

**\$ 396,458 POSITIVE BUDGET VARIANCE**

## Treasurer - October 2010



# 2010 OCTOBER BUDGET FINANCIAL REPORT

Summary - through 10/31/2010

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
PTX - Property taxes	(\$2,586,705.00)	\$0.00	(\$2,586,705.00)	(\$215,558.75)	\$0.00	(\$2,155,587.50)	(\$431,117.50)	83%	(\$3,413,393.00)
OTX - Other taxes	\$1,675,000.00	\$45,200.00	\$1,720,200.00	\$215,914.30	\$0.00	\$2,129,254.16	(\$409,054.16)	124%	\$2,044,670.26
ICS - Intergovernmental charges for services	\$0.00	\$0.00	\$0.00	\$961.66	\$0.00	\$27,324.53	(\$27,324.53)	+++	\$44,923.96
MRV - Miscellaneous revenue	\$61,300.00	\$0.00	\$61,300.00	\$231.00	\$0.00	\$23,800.45	\$37,499.55	39%	\$2,098.32
IIIE - Interest & investment earnings	\$1,465,500.00	\$0.00	\$1,465,500.00	\$86,268.95	\$0.00	\$925,135.54	\$540,364.46	63%	\$1,417,675.65
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,677.00
Revenue Totals	\$615,095.00	\$45,200.00	\$660,295.00	\$87,817.16	\$0.00	\$949,927.18	(\$289,632.18)	144%	\$97,652.19
Expense									
PER - Personnel services	\$267,082.00	\$0.00	\$267,082.00	\$27,210.91	\$0.00	\$202,751.82	\$64,330.18	76%	\$229,558.27
FBT - Fringe benefits and taxes	\$99,670.00	\$0.00	\$99,670.00	\$9,878.71	\$0.00	\$94,497.85	\$5,172.15	95%	\$85,661.52
OPM - Operations and maintenance	\$79,966.00	\$0.00	\$79,966.00	\$6,945.19	\$5,086.85	\$67,972.27	\$6,906.88	91%	\$91,312.06
UTL - Utilities	\$2,500.00	\$0.00	\$2,500.00	\$39.49	\$0.00	\$505.10	\$1,994.90	20%	\$2,448.20
CHG - Chargebacks	\$30,427.00	\$0.00	\$30,427.00	\$3,053.61	\$0.00	\$24,391.97	\$6,035.03	80%	\$32,109.44
CON - Contracted services	\$36,000.00	\$0.00	\$36,000.00	\$2,960.15	\$0.00	\$26,415.29	\$9,584.71	73%	\$29,114.12
OTH - Other	\$99,450.00	\$45,200.00	\$144,650.00	\$23,462.00	\$0.00	\$136,934.98	\$7,715.02	95%	\$85,765.17
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$615,095.00	\$45,200.00	\$660,295.00	\$87,817.16	\$0.00	\$949,927.18	(\$289,632.18)	144%	\$97,652.19
Expenditure Totals:	\$615,095.00	\$45,200.00	\$660,295.00	\$73,550.06	\$5,086.85	\$553,469.28	\$101,738.87	85%	\$555,968.78
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$14,267.10	(\$5,086.85)	\$396,457.90	(\$391,371.05)		(\$458,316.59)

# BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of September 30, 2010.

Associated Bank and Chase Bank	\$2,299,872.26
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$291,760.16
Emergency Fund	(\$12,837.28)
NSF Checks Redeposited	\$1,074.14
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$29,925.97)
UMR Sweep Account	(\$396,119.68)
Bank Error(s)	\$0.00
<b>Total</b>	<b>\$2,153,823.63</b>
Less Outstanding Checks	(\$2,405,643.72)
Other Reconcilable Items	\$0.00
<b>Balance Per County</b>	<b>(\$251,820.09)</b>

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of September 30, 2010.

	2009	2010
Year-to-Date Interest Received	\$1,850,089.34	\$1,015,659.52
Interest Received-Current Month	\$139,130.13	\$78,108.62
Year-to-Date Interest Unrestricted Funds	<u>\$1,989,219.47</u>	<u>\$1,093,768.14</u>
Working Capital Reserves Invested	\$99,489,818.14	\$111,102,685.08
Restricted Investments	\$26,455,197.85	\$28,851,121.24
Total Funds Invested	<u>\$125,945,015.99</u>	<u>\$139,953,806.32</u>
Certificates of Deposits	\$10,350,000.00	\$17,100,000.00
Treas-Gov't Agencies	\$42,263,173.46	\$37,821,855.15
Commercial Paper	\$4,995,125.00	\$0.00
Money Mkt-Pool	\$68,336,717.53	\$85,031,951.17
Total	<u>\$125,945,015.99</u>	<u>\$139,953,806.32</u>

Rate of Return: 1.769% 0.895%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of September 30, 2010. Statement of Investments for the month of September have been compared and examined, and found to be correct.

  
Kerry M. Blaney, County Treasurer

Approved by:

County Executive \_\_\_\_\_ Date \_\_\_\_\_

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

Brown County  
Child Support  
Budget Status Report

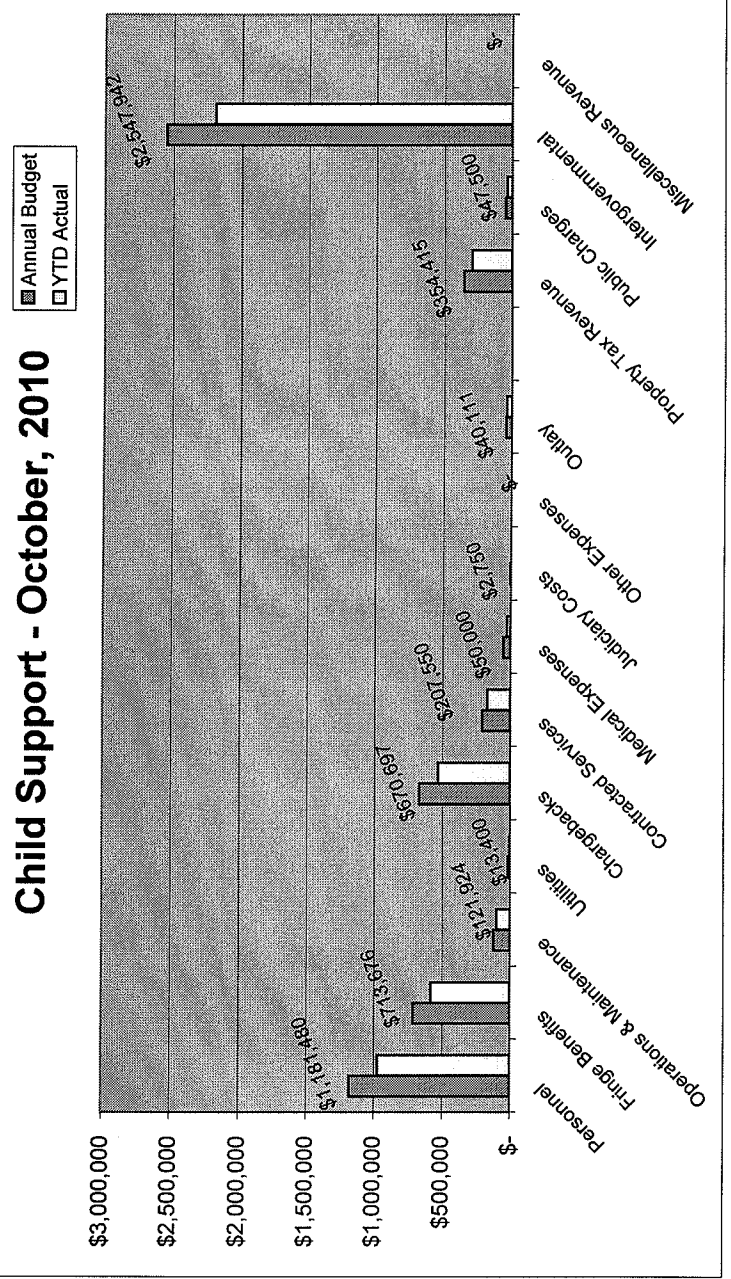
October-10

	Annual Budget	YTD Actual
Personnel	\$ 1,181,480	\$ 973,127
Fringe Benefits	\$ 713,676	\$ 579,618
Operations & Maintenance	\$ 121,924	\$ 97,233
Utilities	\$ 13,400	\$ 2,062
Chargebacks	\$ 670,697	\$ 532,600
Contracted Services	\$ 207,550	\$ 168,951
Medical Expenses	\$ 50,000	\$ 26,921
Judiciary Costs	\$ 2,750	\$ 200
Other Expenses	\$ -	\$ -
Outlay	\$ 40,111	\$ 36,255
Property Tax Revenue	\$ 354,415	\$ 295,345
Public Charges	\$ 47,500	\$ 36,264
Intergovernmental	\$ 2,547,942	\$ 2,190,283
Miscellaneous Revenue	\$ -	\$ -

**HIGHLIGHTS:**

Savings have been realized in most expenditure categories; child support funding is based on federal fiscal year beginning 10/1.

**Child Support - October, 2010**



# CSA October 2010 Summary Budget Report

Summary - through 10/31/2010

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund: 210 Child Support										
Revenue										
PTX - Property taxes	\$354,415.00	\$0.00	\$354,415.00	\$29,534.58		\$0.00	\$295,345.80	\$59,069.20	83%	\$363,990.00
IGV - Intergovernmental	\$2,461,527.00	\$138,146.00	\$2,599,673.00	\$201,247.20		\$0.00	\$2,190,283.82	\$409,389.18	84%	\$1,972,291.49
CSS - Charges for sales and services	\$47,500.00	\$0.00	\$47,500.00	\$2,562.31		\$0.00	\$36,264.88	\$11,235.12	76%	\$44,443.31
MRV - Miscellaneous revenue	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$32.00	(\$32.00)	+++	\$16.00
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$2,863,442.00	\$138,146.00	\$3,001,588.00	\$233,344.09		\$0.00	\$2,521,926.50	\$479,661.50	84%	\$2,380,740.80
Expense										
PER - Personnel services	\$1,156,208.00	\$25,272.00	\$1,181,480.00	\$134,055.83		\$0.00	\$973,127.54	\$208,352.46	82%	\$932,670.81
FBT - Fringe benefits and taxes	\$711,743.00	\$1,933.00	\$713,676.00	\$59,386.49		\$0.00	\$579,618.76	\$134,057.24	81%	\$547,064.20
OPM - Operations and maintenance	\$76,860.00	\$45,064.00	\$121,924.00	\$8,483.42		\$45.50	\$97,233.06	\$24,645.44	80%	\$42,406.96
UTL - Utilities	\$13,400.00	\$0.00	\$13,400.00	\$15.98		\$0.00	\$2,062.97	\$11,337.03	15%	\$8,540.85
CHG - Chargebacks	\$662,431.00	\$8,266.00	\$670,697.00	\$64,169.12		\$0.00	\$532,600.39	\$138,096.61	79%	\$643,978.24
CON - Contracted services	\$190,050.00	\$17,500.00	\$207,550.00	\$3,292.85		\$0.00	\$168,951.01	\$38,598.99	81%	\$37,555.33
MED - Medical expenses	\$50,000.00	\$0.00	\$50,000.00	\$3,733.00		\$0.00	\$26,921.00	\$23,079.00	54%	\$41,315.20
JUD - Judiciary Costs	\$2,750.00	\$0.00	\$2,750.00	\$90.00		\$0.00	\$200.00	\$2,550.00	7%	\$3,051.25
OTH - Other	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$4,946.61
OUT - Outlay	\$0.00	\$40,111.00	\$40,111.00	\$0.00		\$0.00	\$36,255.50	\$3,855.50	90%	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$25,000.00
Revenue Totals:	\$2,863,442.00	\$138,146.00	\$3,001,588.00	\$233,344.09		\$0.00	\$2,521,926.50	\$479,661.50	84%	\$2,380,740.80
Expenditure Totals:	\$2,863,442.00	\$138,146.00	\$3,001,588.00	\$273,226.69		\$45.50	\$2,416,970.23	\$584,572.27	81%	\$2,286,529.45
Fund Totals: Child Support	\$0.00	\$0.00	\$0.00	(\$39,882.60)		(\$45.50)	\$104,956.27	(\$104,910.77)		\$94,211.35

PRODUCTION \*Brown Co\* PRODUCTION

# CSA October 2010 Summary Budget Report

Summary - through 10/31/2010

Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$2,863,442.00	\$138,146.00	\$3,001,588.00	\$233,344.09	\$0.00	\$2,521,926.50	\$479,661.50	84%	\$2,380,740.80
Expenditure Grand Totals:	\$2,863,442.00	\$138,146.00	\$3,001,588.00	\$273,226.69	\$45.50	\$2,416,970.23	\$584,572.27	81%	\$2,286,529.45
Grand Totals:	\$0.00	\$0.00	\$0.00	(\$39,882.60)	(\$45.50)	\$104,956.27	(\$104,910.77)		\$94,211.35

## BUDGET ADJUSTMENT REQUEST

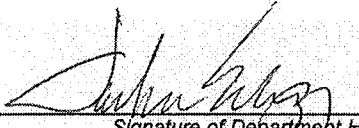

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.9003	Transfer Out	4,999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	210.017.001.6110.003	Outlay Technology	4,671
<input type="checkbox"/>	<input checked="" type="checkbox"/>	210.017.001.5395	Equipment Nonoutlay	328
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.002.9002	Transfer In	4,999
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.1620	Equipment	4,999

## Narrative Justification:

Adjustment to reimburse Information Services for the Child Support contribution from available funds to support their portion of the Disaster Recovery System.

## AUTHORIZATIONS

 Signature of Department Head	 Signature of Executive
Department: <u>Child Support Agency IS</u> Date: <u>11/23/10</u>	Date: <u>12/2/10</u>

12/2/10

**Brown County**  
**Information Services**  
**Budget Status Report**  
**12/5/2010**

	Annual Amended Budget	YTD Actual	% of Budget
Salaries	\$ 1,131,982	\$ 953,850	84.26%
Fringe Benefits	\$ 447,890	\$ 421,007	94.00%
Operations & Maintenance	\$ 1,070,937	\$ 749,470	69.98%
Utilities	\$ 202,312	\$ 173,761	85.89%
Chargebacks	\$ 6,776	\$ 5,647	83.33%
Contracted Services	\$ 357,964	\$ 139,761	39.04%
Depreciation	\$ 903,864	\$ 469,981	52.00%
Outlay	\$ -	\$ -	-
Transfer Out	\$ 107,433	\$ 107,433	-
Charges for Sales and Service	\$ -	\$ 2,520	-
Miscellaneous Revenue	\$ -	\$ 2,080	-
Charges to County Departments	\$ 4,135,560	\$ 3,120,283	75.45%
Transfer In	\$ -	\$ 3,960	-

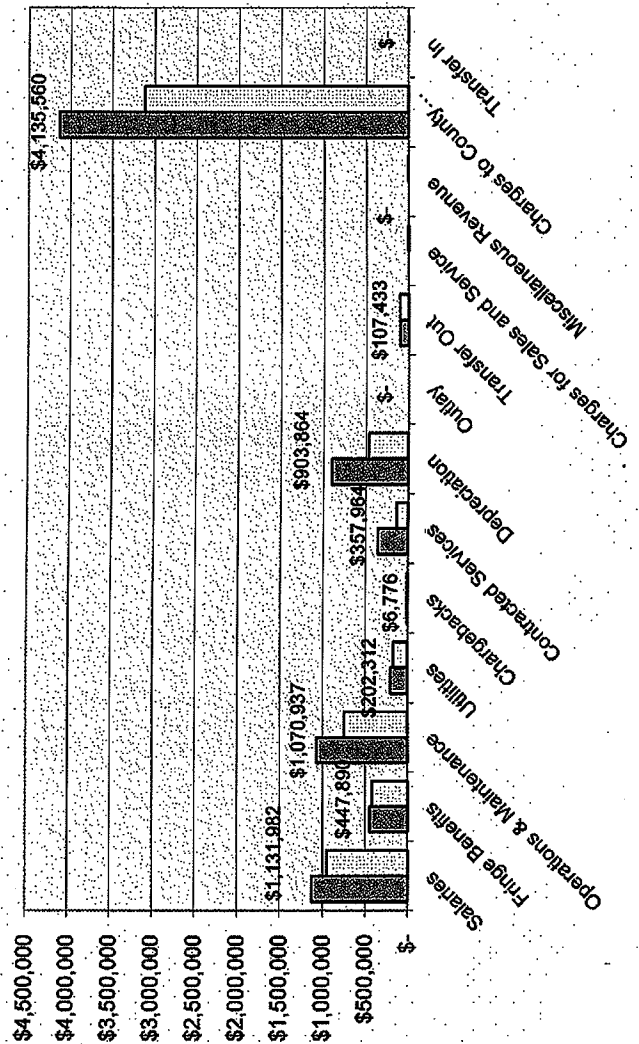
**HIGHLIGHTS:**

Expenses: Amended budget amounts were put into this month's report. The expense budget for 2010 is tracking nicely. Transfer Out is for the programmer/analyst wages for January and February 2010 as the position moved from Administration to Information Services. Allocated depreciation is \$502,263. Unallocated depreciation is \$401,601 which consists of capital projects and that is not reflected here as an expense because it is not charged back to departments.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In cost is maintenance costs paid for in 2009 and being transferred to 2010.

**Information Services**  
**October 31, 2010**

■ Annual Amended Budget  
□ YTD Actual



## **Director's Report – December 16, 2010**

The information provided below highlights some of the activities and opportunities the Information Services Department has recently been focused on.

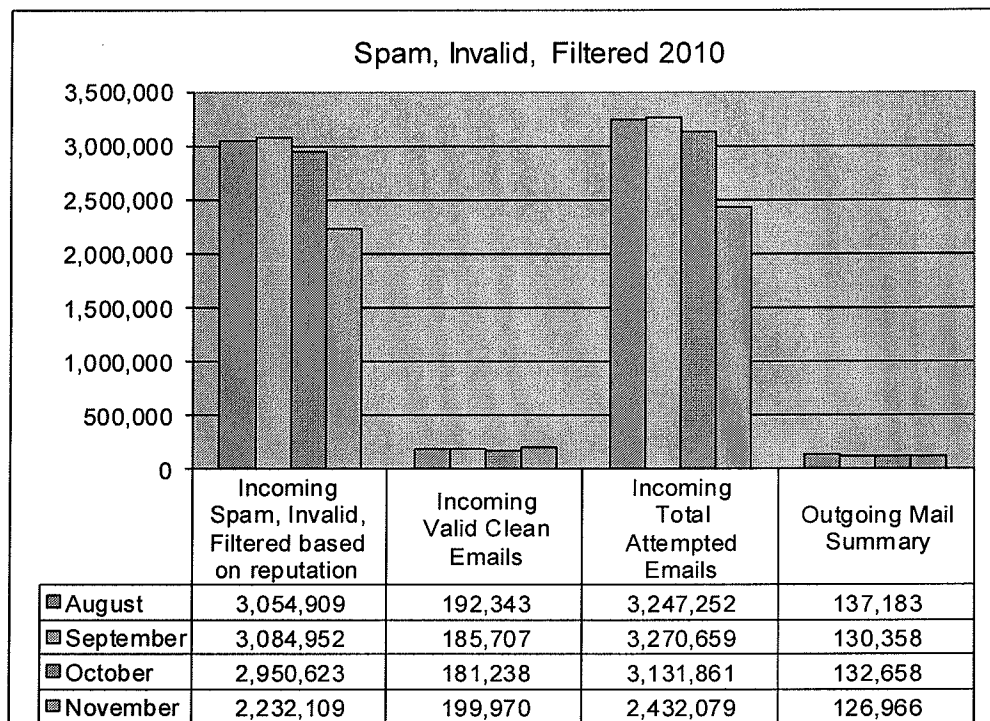
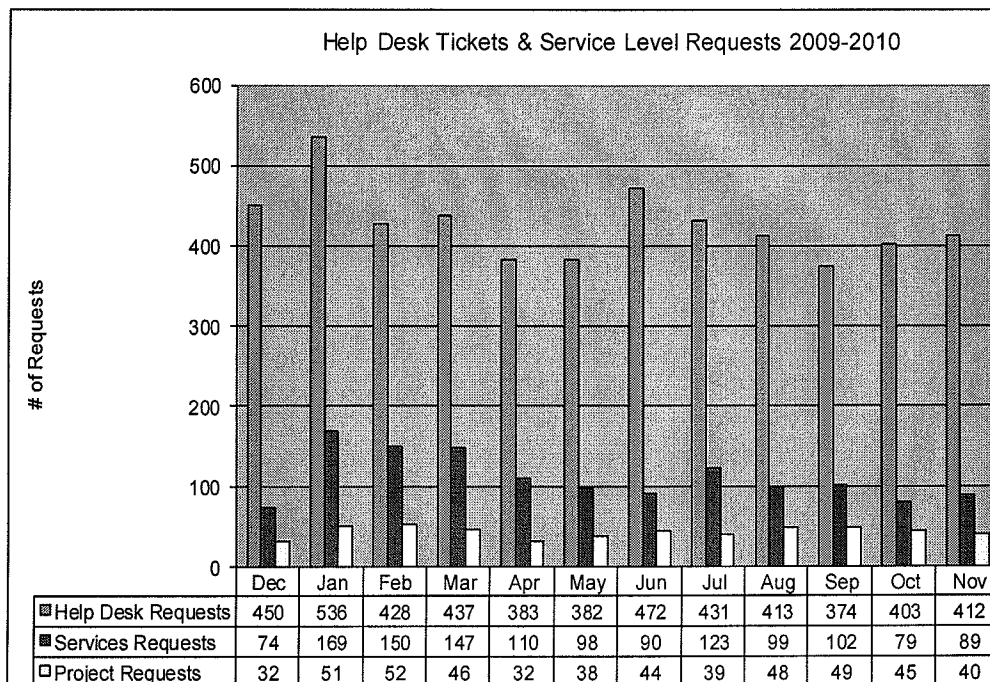
### **Update on Current Technology Initiatives**

- The new Unified Communications System (a Voice over Internet Protocol (VoIP) phone system) continues as a key 2010 technology initiative. Brown County locations moved to the new system since the last report are: East Library, Denmark Library, Golf Course, Barkhausen and Solid Waste Transfer Station. Basically the only locations left to connect are Courthouse locations (Clerk of Court, Circuit Court, Court Commissioners, Register in Probate and DA). The IS Dept is waiting on the installation of the new voice and data cabling in the Courthouse to complete those Depts. The IS Dept has also tweaked the VoIP technology to allow fax machines to run over the system. In the Northern Building alone this will save approximately \$160.00/month more above original cost saving estimates. IS is also going to convert certain "Dial out only" lines like at the Solid Waste Transfer stations that will generate an additional monthly savings of approximately a \$140.00/month.
- The new Internet Protocol (IP) based security camera system added four cameras for the new snow removal building at the Airport and there are two old exterior cameras being replaced at Sophie Beaumont. As we look into 2011 for conversions onto the new IP based camera system there are major opportunities at the Jail, Courthouse and a few video analytics cameras at the Airport. This new IP based system eliminates the need for replacing or adding any Digital Video Recorders.
- The IS Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ERP) financial software implementation. Modules for payroll and Human Resources are being worked on in conjunction with the time and attendance software from Kronos which went live at the CTC November 13, 2010.
- The installation of the imaging software and scanner took place in IS 10/15/10. The IS support person is scheduled in a training class January 9-12, 2011. We are learning and testing with the system before installation in Child Support and ADRC. The solution selected will be able to grow with Brown County in 2011 as more departments adopt electronic storage over paper.
- The equipment installation to create a technology disaster recovery (high availability) network is complete. Fine tuning and additional training took place November 16-18, 2010. New servers have been carved out for the Airport software and the Tivoli backup encryption server. Servers that are now operational are the GIS applications, the Library software, the new imaging system, Symantec Anti-virus, Two Factor Authentication, Help Desk and Microsoft Active Directory. The migration of the email system to the new environment is in the planning stage.

- The Brown County Library System now has the 70 replacement public PC's installed. The 42 new laptop computers have been delivered to all locations except Central Library as of this writing 12/07/10. All laptops should be delivered by the time we meet on 12/14/10. The Southwest Library is doing the beta testing with the new laptops and the rest of the Libraries are waiting for the "go-ahead" from Southwest.

### Monthly Volume Statistics

- Every month I will provide charts that reflect the volume of valid and invalid email activity on the BC servers and assistance requests being experienced by the IS Department.



### Concerns

- PCI Compliance continues to be an area of non-compliance within Brown County. The Brown County Risk Manager has been assigned the responsibility of PCI compliance. The IS Dept is assisting the Risk Management Dept to mitigate the Payment Card Industry (PCI) risk and complexity in the various departments that accept credit cards. We believe solutions to lower the risk at the Golf Course, Solid Waste and the Airport are defined. The lack of having PCI compliant software from one of the Library software vendors creates extra liability for all Brown County Departments that accept credit card transactions.
- The IS Department is working with Human Services as the search for a new Electronic Medical Records System has reached the point where vendor demonstrations are complete. A Project Manager is now under contract through Human Services to lead the project team for planning and implementation of EMR. A new twist has entered the equation as we evaluate the opportunity to partner with a local health care organization. There is also an evaluation underway for a solution to meet government Form 5010 compliance by January 01, 2012.

### Projects

- Brown County has five major software implementations underway with Enterprise Resource Planning (ERP), Kronos Time & Attendance, Law Records Management System (LRMS), Document Imaging and Electronic Medical Records (EMR) each of which is enough to strain any organization.
- Systems that are in final phases of implementation are Library Sirsi-Dynix and Jail Offender Management System.
- There are also overall software implementations started for Microsoft Exchange 2010, MS Office 2010 and Windows OS 7.
- There are major infrastructure implementations with the new VoIP phone system, Intranet, New Sheriff's Headquarters, Security Camera implementation, Video Conferencing in the Courthouse, rewiring of the Courthouse, replacing the hardware and software driving the County Board meetings and BC Private wireless network implementation.

**I would be happy to address any questions regarding this report.**

**No specific action is being requested of the Administration Committee at this time.**

Respectfully submitted,

Robert Heimann  
Brown County Information Services Director

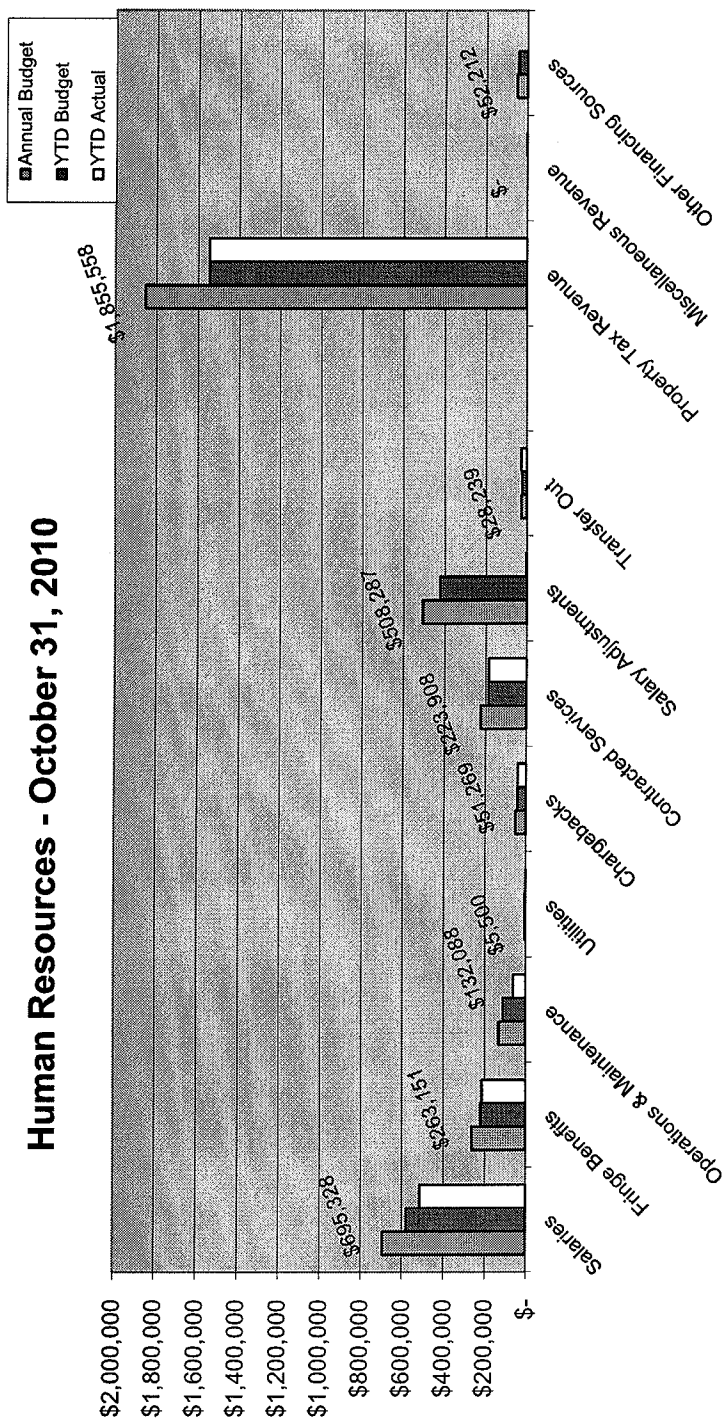
Brown County  
Human Resources  
Budget Status Report  
10/31/2010

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 695,328	\$ 579,440	\$ 514,722
Fringe Benefits	\$ 263,151	\$ 219,293	\$ 212,626
Operations & Maintenance	\$ 132,088	\$ 110,073	\$ 60,358
Utilities	\$ 5,500	\$ 4,583	\$ 1,136
Chargebacks	\$ 51,269	\$ 42,724	\$ 40,803
Contracted Services	\$ 223,908	\$ 186,590	\$ 184,839
Salary Adjustments	\$ 508,287	\$ 423,573	\$ 4,711
Transfer Out	\$ 28,239	\$ 23,533	\$ 28,239
Property Tax Revenue	\$ 1,855,558	\$ 1,546,298	\$ 1,546,298
Miscellaneous Revenue	\$ -	\$ -	\$ 1,849
Other Financing Sources	\$ 52,212	\$ 43,510	\$ -

**HIGHLIGHTS:**

All categories are under budgeted dollar amounts.

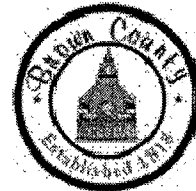
**Human Resources - October 31, 2010**



# HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

Date: December 1, 2010  
To: Administration Committee Members  
From: Debbie Klarkowski, Human Resources Manager  
Re: Administration Committee Report

## HUMAN RESOURCES ACTIVITY REPORT FOR NOVEMBER 2010

### Hires:

#### ***Full-Time:***

Assistant Zookeeper	1
Benefits Specialist	1
Correctional Officer	1
Library Operations Manager	1
Receptionist (HS)	1
Telecommunications Operators	5

#### ***Limited Term/Seasonal/On-Call:***

Administration – LTE	1
Extra Help – HR	1
Extra Help – Museum	2
Husbandry Assistant	1

**TOTAL HIRES: 15**

### Separations:

#### ***Full-Time:***

Department Specialist – Library	1
Highway Laborer	1
Quality Management Coordinator	1
Social Worker/Case Manager	1

#### ***Part-Time:***

Clerk – Library	1
Scale Operator	1
Secretary – County Board	1

#### ***Limited Term/Seasonal/On-Call:***

Seasonal Park Ranger	11	1
Seasonal Worker – Golf Course		2
Staff RN – on call		1

**TOTAL SEPARATIONS: 11**

### Current Employees:

Regular Employees:	1444	(1348.53 FTE's)
Extra Help:	195	(Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)
<b>Total Employees:</b>	<b>1639</b>	

**Brown County  
Facility Management  
Budget Status Report  
10/31/2010**

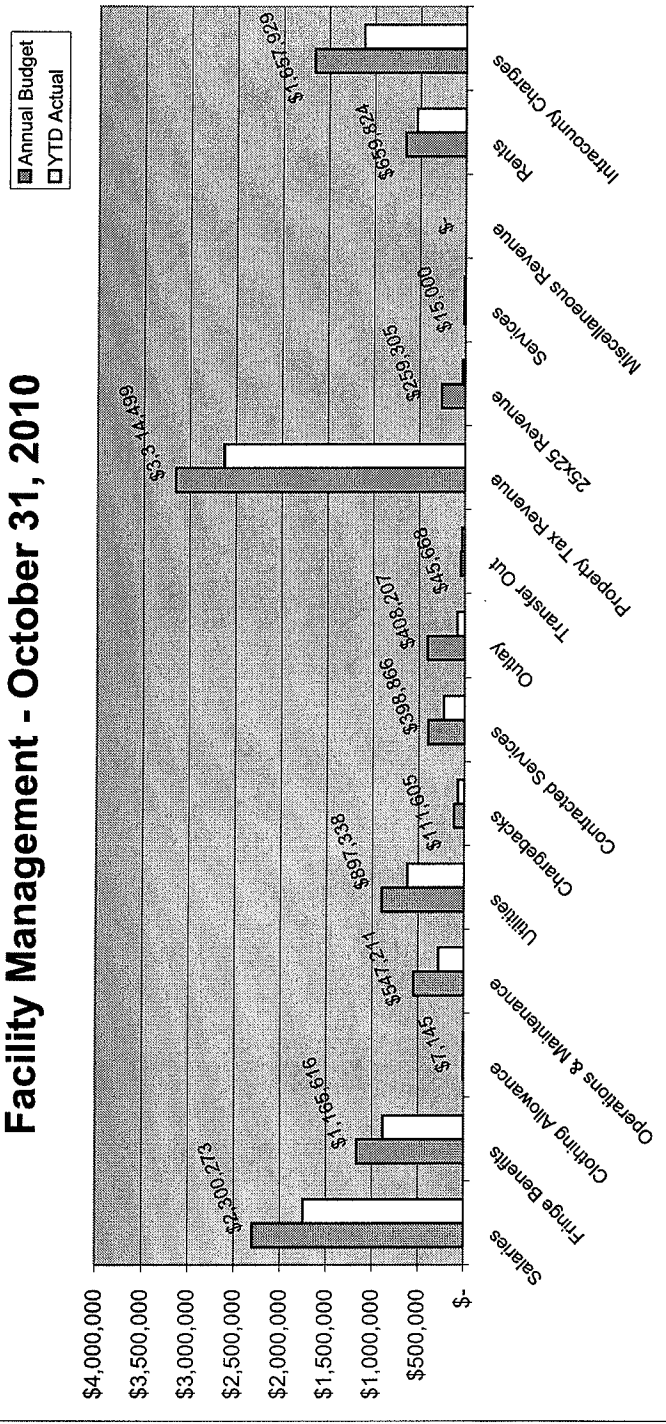
	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 2,300,273	\$ 1,748,559	76.02%
Fringe Benefits	\$ 1,165,616	\$ 880,692	75.56%
Clothing Allowance	\$ 7,145	\$ 3,725	52.14%
Operations & Maintenance	\$ 547,211	\$ 278,447	50.88%
Utilities	\$ 897,338	\$ 617,474	68.81%
Chargebacks	\$ 111,605	\$ 70,630	63.29%
Contracted Services	\$ 398,866	\$ 231,346	58.00%
Outlay	\$ 408,207	\$ 80,262	19.66%
Transfer Out	\$ 45,668	\$ 30,790	67.42%
Property Tax Revenue	\$ 3,151,115	\$ 2,625,929	83.33%
25x25 Revenue	\$ 269,305	\$ 29,427	11.35%
Services	\$ 15,000	\$ 12,500	83.33%
Miscellaneous Revenue	\$ -	\$ 642	
Rents	\$ 659,824	\$ 537,498	81.46%
Intracounty Charges	\$ 1,657,929	\$ 1,117,881	67.43%
Transfer In	\$ 138,756	\$ 34,437	24.82%

**HIGHLIGHTS**

Expenses: Expenses are at 67% of annual budget

Revenues: Revenues are at 74% of annual budget and sufficient to cover expenses.

**Facility Management - October 31, 2010**



## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	412.062.6182.100	Arena Renovation Construction General	\$35,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	412.3200.700	Arena Renovation Fund Balance	\$35,000

## Narrative Justification:

This transfer is needed to complete the Major 2010 Arena Project List revised during 2010 to accommodate emergencies, carryover, and change in scope. Changes to the project list include: Completion of the 2009 Arena Snow Protection Project in 2010, Completing the Emergency Repair of the Resch Ice Center, and Revising the scope of the Arena Brick Walkway Repair project to cover the all sections of the walkway. The remaining 2010 Project to be completed is the Shopko Hall Lobby Door Replacement Project.

## AUTHORIZATIONS

WE Dowell  
Signature of Department Head

Sam King  
Signature of Executive

Department: Fom

Date: 11/18/10

Date: 11/17/10

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,218,575	\$ 950,828	78.03%
Fringe Benefits	\$ 443,763	\$ 318,814	71.84%
Operations & Maintenance	\$ 46,401	\$ 28,155	60.68%
Utilities	\$ 4,200	\$ 956	22.75%
Chargebacks	\$ 56,047	\$ 44,815	79.96%
Contracted Services	\$ 77,966	\$ 17,658	22.65%
Transfer Out	\$ -	\$ -	0.00%
Property Tax Revenue	\$ 1,178,678	\$ 982,232	83.33%
Miscellaneous Revenue	\$ 12,000	\$ 120	1.00%
Transfer In	\$ 656,274	\$ 390,620	59.52%

### HIGHLIGHTS:

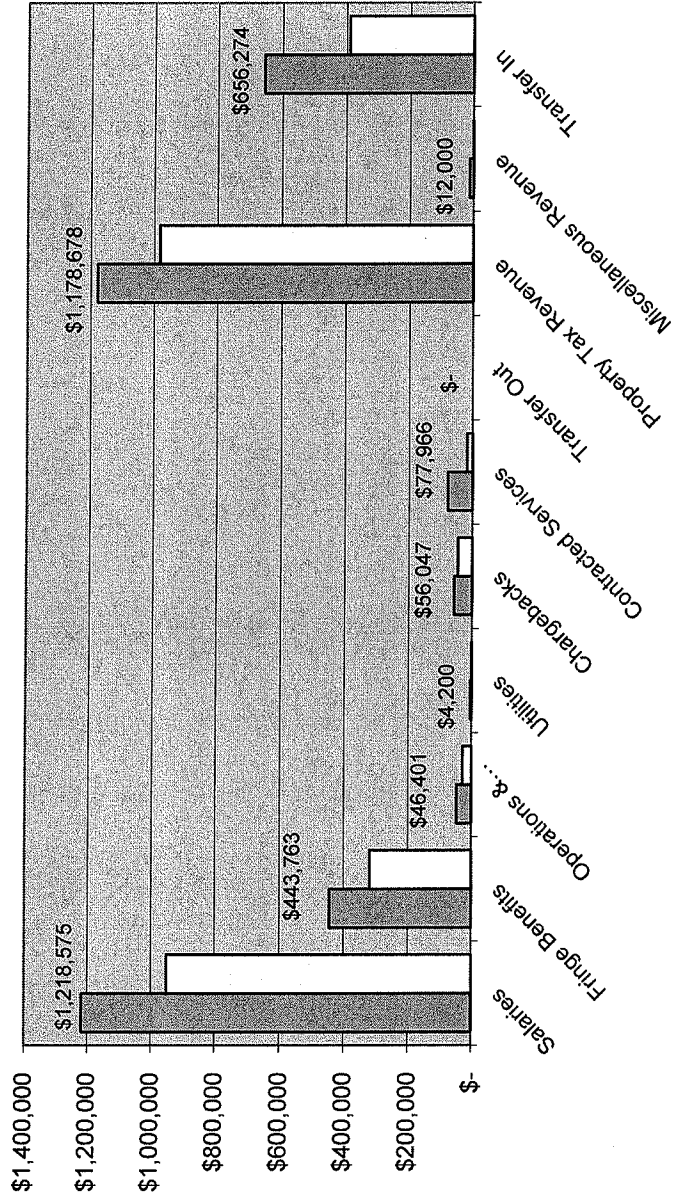
Expenses: Year to date savings in salaries and fringe of \$115,639 partially due to vacancies in the Finance Manager, Purchasing Manager and DOA positions. Savings being seen in utilities are a result of the new VoIP phones. Contracted services has funds for temporary replacement help for the system implementation that have not been expended.

Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization.

### Administration October 31, 2010

■ Annual Budget

□ YTD Actual



## BUDGET ADJUSTMENT REQUEST

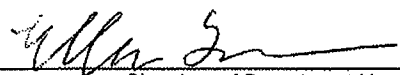
<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

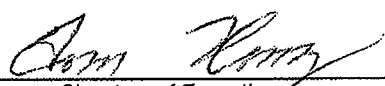
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	300.098.001.9003	Transfer Out – Debt Service	10,858.66
<input type="checkbox"/>	<input checked="" type="checkbox"/>	300.3200.600	Reserved for Debt Service	10,858.66
<input checked="" type="checkbox"/>	<input type="checkbox"/>	420.022.421.9002	Transfer In -Video/Sound Recorder	1,103.20
<input checked="" type="checkbox"/>	<input type="checkbox"/>	420.022.421.6110.003	Outlay Technology	1,103.20
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.401.9002	Transfer In – Bldg Upgrade	892.38
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.401.6182.100	Construction General	892.38
<input checked="" type="checkbox"/>	<input type="checkbox"/>	430.013.9002	Transfer In – Comm Center	119.42
<input checked="" type="checkbox"/>	<input type="checkbox"/>	430.3200.700	Reserved Capital Projects	119.42
<input checked="" type="checkbox"/>	<input type="checkbox"/>	431.013.433.9002	Transfer In – Radio Interop	2,276.43
<input checked="" type="checkbox"/>	<input type="checkbox"/>	431.013.433.6182.100	Construction General	2,276.43
<input checked="" type="checkbox"/>	<input type="checkbox"/>	421.022.9002	Transfer In – Fiber Optics	1,625.51
<input checked="" type="checkbox"/>	<input type="checkbox"/>	421.022.6182.100	Construction General	1,625.51
<input checked="" type="checkbox"/>	<input type="checkbox"/>	449.044.9002	Transfer In – 2009 Highway Proj	4,841.72
<input checked="" type="checkbox"/>	<input type="checkbox"/>	449.044.6182.200	Construction Highway	4,841.72

## Narrative Justification:

Interest earned on the 2009 Build American Bonds (BAB) must be deposited into the capital project funds and utilized for capital expenditures per IRS regulations. This adjustment reallocates the interest earned on the capital projects during 2009 from Debt Service to the appropriate capital project funds.

## AUTHORIZATIONS

  
 Signature of Department Head  
 Department: Admin  
 Date: 11/19/10

  
 Signature of Executive  
 Date: 11/19/10

## 2010 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-134	11/4/10	Sheriff	Transfer of \$3,000 from supplies to new training account for better tracking of training and tuition reimbursement expenses.	3a	Approved 11/9/10	N	----	J9349 J6513
10-135	11/9/10	Human Services	Transfer of various health/dental insurance and other benefit accounts to reflect actual usage in various departments.	1	N/A	N	----	J9372 No actual needed
10-136	11/9/10	Facility and Park Mgmt	Transfer of outlay funds from Barkhausen to Parks for renewable energy projects planned for 2010.	1	N/A	N	----	J9350 No actual needed
10-137	11/10/10	Public Safety – E. Mgmt	Allocation of \$1,442 grant to print brochures to increase outreach for the Brown County Public/Private Partnership.	5	Approved 11/18/10	Y		
10-138	11/16/10	Sheriff	Transfer of \$10,000 for prisoner transport from Jail budget to Support Services.	1	N/A	N	----	J9501 No actual needed
10-139	11/16/10	Facility and Park Mgmt	Transfer of \$2,000 from Parks budget to correct account.	1	N/A	N	----	J9502 No actual needed
10-140	11/17/10	Facility and Park Mgmt	Transfer of \$35,000 from Arena Renovation Fund Balance to general construction to complete a variety of planned projects.	4	Approved 11/18/10	Y		
10-141	11/17/10	Human Services	Allocation of \$42,563 from the State for Kinship Care benefits.	5	Approved 11/18/10	Y		
10-142	11/9/10	NEW Zoo	Increase of \$3,000 in unexpected concessions revenue.	5	Approved 11/19/10	Y		J9862 Needs posting
10-143	11/9/10	NEW Zoo	Allocation of a \$4,000 donation to purchase a moose calf.	5	Approved 11/19/10	Y		
10-144	11/9/10	NEW Zoo	Allocation of \$5,000 donation for sponsorship for Zoo Boo.	5	Approved 11/19/10	Y		
10-145	11/19/10	Administration	Transfer of Build America Bond funds to correct capital project funds for capital expenditures.	5	Approved 11/19/10	Y		
10-146	11/19/10	Facility and Park Mgmt	Transfer of contracted services funds to the correct account.	1	N/A	N	----	J9566 No actual needed
10-147	10/21/10	Library	Transfer of funds for the design of custom reports for the library's new automation system.	3a	Approved 11/24/10	N	----	J9698 No actual needed
10-148	11/23/10	NEW Zoo	Allocation of \$20,000 in increased vending revenue.	5	Approved 11/24/10	Y		J9840 Needs posting

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-149	11/30/10	Child Support	Transfer of \$1,500 for additional expenses incurred for toner/paper.	1	N/A	N	----	J9798 No actual needed
10-150	11/29/10	Sheriff	Transfer of \$3,000 from DTF supplies to miscellaneous to cover payment for a DTF vehicle that was traded in.	1	N/A	N	----	J9799 No actual needed
10-151	12/1/10	District Attorney	Transfer of \$4,380 in funds from various accounts to cover overages in postage, books/subscriptions, supplies and witness fees.	3a	Approved 12/2/10	N	----	J9800 No actual needed
10-152	12/2/10	Child Support & IS	Adjustment to reimburse IS for Child Support contribution from available funds to support their portion of the Disaster Recovery System.	4	Approved 12/2/10	Y		
10-153	12/1/10	Clerk of Courts	Transfer \$1,600 to cover unanticipated phone expenses.	3a	Approved 12/2/10	N	----	J9802 No actual needed
10-154	12/1/10	Facility and Park Mgmt	Transfer \$150 from Parks to Pamperin employee allowance fund.	1	N/A	N	----	
10-155	12/1/10	Facility and Park Mgmt	Transfer \$3,000 from Fairgrounds gas/oil to Campgrounds contracted services.	1	N/A	N	----	
10-156	12/2/10	Public Safety - E. Mgmt	Transfer \$700 from printing to cover unanticipated siren repair costs at East DePere High School.	1	N/A	N	----	

**2010 GRANT APPLICATION APPROVAL LOG**  
**DECEMBER ADMINISTRATION COMMITTEE**

SPACER BUDGET OR APP #	APP DATE	ARRA FUNDS?	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	APPLIED AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
10-26	12/1/10	No	Port and Solid Waste	2011 Prescription Drug Clean Sweep	DATCP	10,000	2,500	1/10-12/10	Used to increase education efforts for the collection and proper disposal of unused medications in Brown County
10-27	12/2/10	No	Facility and Park Management	County Conservation Aids	WI DNR	1,200	1,200	1/11-12/12	Funds used to complete a boardwalk access to a marsh platform at the Ft. Howard Paper Foundation Wildlife Area at Barkhausen.

DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
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ELLEN C. SORENSEN

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

December 7, 2010

TO: Administration Committee

FROM: Ellen C. Sorensen  
Director of Administration

SUBJECT: December 2010 Director's Report

**Financial System Implementation Project**

*Time and Attendance at the Community Treatment Center*

With the move of the time and attendance project under the umbrella of the Financial System Project, the Administration team along with sub teams from the Community Treatment Center (CTC) and Human Resources, have realized the first phase of implementation with the rollout of Kronos Workforce Central. Time clock entry began on November 13, 2010 with the first pay cycle scheduled for processing on November 30, 2010. The CTC location has been equipped with five Bio Metric time clocks along with approximately 50 web stamp licenses for employee time keeping. End user training of all managers responsible for employee time was completed during the second parallel testing, and project team support will be deployed on site during the next couple of pay cycles to solidify the managers' training and new responsibilities.

From this first platform of Kronos implementation, the financial system project team will resume the development and implementation of the Logos.net Payroll/Human Resource solutions. Simultaneous with the Payroll/Human Resource development, the team will continue configuration for additional department rollouts of Kronos Workforce Central which will occur after the Payroll and Human Resource systems are implemented. Target dates have been established for the third quarter of 2011.

**Finance & Budget**

The 2011 Adopted Budget book is being prepared, and the Treasurer will send out assessments to the local municipalities soon. The audit process for 2010 has begun with preliminary meetings between departments and our external audit firm, Schenk and Associates.

**Departmental Updates**

*PCI Compliance*

Barb West has been designated the PCI Compliance officer for Brown County. Progress towards PCI compliance has been slow. The initial emphasis is on activities that, left undone, pose the most risk to the County. These three target areas are data flow, procedure development and storage of cardholder information.

December 7, 2010

Page 2

Dave Bauman, Information Services, is working on the data flow diagrams. The expectation is that the diagrams will be complete by the end of the year. The diagrams are a pictorial representation of the data transmissions from each of the departments that accept credit/debit cards. The entire network continues to be in scope. There has been no indication that Information Services is looking at segmentation to reduce the scope.

Timely destruction of information containing cardholder data is another target area. The retention of this information based on the proposed retention policy is current year plus the previous seven years. Once an estimated volume of records that can be destroyed is determined, quotes will be obtained for secure shred services. January is the target month for the destruction of these records.

#### P Card

Cheryl Corbeille is leading the implementation of the Chase Bank procurement card (P Card). The advantages to moving to the Chase Bank P cards are 1) rebate on spending volume, 2) on-line account verification and approval, and 3) Smart Data On-Line (SDOL) reporting.

The new Chase P cards will be distributed prior to year end, so there is a cutoff date of December 31<sup>st</sup> for the Bank of America purchasing card, and a start date with the Chase cards of January 1. Mary Wolske and Cheryl Corbeille have spent a great deal of time preparing the Logos account numbers in a format that can be uploaded into SDOL. They are mirroring the reporting structure from Bank of America cards to the Chase cards.

Information Services is working on the interface between SDOL and Logos. The result will be a download which will eliminate the need to key in all the transaction data. Expectations are that the interface will be complete and tested prior to the receipt of the first Chase statements at the end of January.

#### **Legislative Training**

A legislative program to train department heads or their designees will begin in the first quarter of 2011. The program will work to coordinate contacts with elected state and national officials.

If you have any questions, please feel free to contact me.

cc: Tom Hinz – County Executive